



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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COMMERCIAL
AUTOVON
IN REPLY REFER TO:

5218
Ser 54/25
29 SEP 2003

From: Commander, Naval Supply Systems Command

Subj: FEDERAL GOVERNMENT AGENCY MAIL SERVICES MEMORANDUM OF UNDERSTANDING BASIC SERVICE

Ref: (a) U.S. Postal Service Publication 38A of June 1983, Guidelines for Providing Postal Services on Military Installations

Encl: (1) Draft Copy of Subject Memorandum of Understanding (MOU)

1. Enclosure (1), is provided for use between Navy official mail centers and the servicing U.S. post office for the purpose of defining each party's responsibilities in receiving and dispatching mail.
2. Enclosure (1) does not replace reference (a), and is not required, but can be used by activities if deemed useful. Forward each mail center manager at activities under your cognizance a copy of enclosure (1).
3. Direct questions on this draft MOU to the undersigned.

ALAN L. HASS
By direction

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Subj: FEDERAL GOVERNMENT AGENCY MAIL SERVICES MEMORANDUM OF
UNDERSTANDING BASIC SERVICE

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MODIFY THIS DOCUMENT AS REQUIRED FOR LOCAL NEEDS

**FEDERAL GOVERNMENT AGENCY MAIL SERVICES
MEMORANDUM OF UNDERSTANDING BASIC SERVICE**

**Between the [redacted] and the [redacted]
Post Office.**

The primary purpose of this document is to define the type and extent of mail services that will be provided to the [redacted] by the [redacted] Post Office.

Agency: [redacted]	U.S. Postal Service Representative
Zip: [redacted]	[redacted]
Physical Address: [redacted]	Manager, Government Mails
Representative: [redacted]	Phone: [redacted]
Title: [redacted]	Fax: [redacted]
Phone: [redacted]	E-Mail: [redacted]
Fax: [redacted]	
Email: [redacted]	

Incoming/Delivery:

[redacted] Representative	USPS Representative
[redacted]	Supv. [redacted]
Phone [redacted]	[redacted]
	Alternate Supv. [redacted]
	[redacted]

First Class Letters and Flats, Standard Mail, Parcels, Priority, Express, Registered, Certified will be appropriately containerized (modify as required)

Delivery will be made to the loading dock at [redacted]

Monday through Friday – [redacted] deliveries
[redacted] a.m., 90% of daily mail volume
[redacted] a.m., remaining 10% (Accountables)

Saturday – [redacted]

Sunday – [redacted]

Express, Registered, Certified and other accountable mail will be entered on PS Form [redacted], "[redacted]", and signed for by [redacted]. It is agreed that Forms 3811, "Domestic Return Receipt", will be signed and returned to the [redacted] not later than following delivery day ([redacted] a.m. delivery). It is not the responsibility of the U.S. Postal Service to ascertain that the individual signing for accountable mail is authorized to do so by the [redacted].

Business Reply Mail will be delivered with accountable mail.
Postage Due mail **will/will not** be accepted by the Department of [redacted].

Outgoing/Collection:

Representative

Alternate

Phone:

USPS Representative

Supv.

Alternate Supv.

The USPS will collect all outgoing mail from the loading dock at not earlier than p.m., nor later than p.m., Monday through Friday. (If your procedures are different indicated how outgoing mail will be delivered/picked up and the time(s))

Outgoing collection mail will be containerized and faced in USPS trays and flat tubs by class of mail, then placed in USPS furnished General Purpose Mail Containers (GPMC) or 1033/1046 Hampers and staged as close to the loading dock as possible. **Outgoing collection mail must not be placed in sacks.**

For planning purposes, the daily average volume of outgoing mail is considered to be APCs/GPCs of mail. When collection mail will greatly exceeds this volume, the Department of agrees to pre-arranged pick-up twenty-four (24) hours in advance with the USPS Supervisor at

Express, Certified or Registered Mail will be collected from the loading dock when collecting outgoing mail (between p.m. and p.m., Monday through Friday). Registered mail is to be placed in a registered sack and locked. It is agreed that for three or more pieces of accountable mail, Form 3877 "Firm Mailing Book for Accountable Mail" will be completed by the Department of and signed for by the Government Mails carrier.

Foreign Addresses – Mail with destinations in foreign countries must be prepared in accordance with the International Mail Manual. This manual can be accessed at the Postal website, www.usps.com.

Missent and Return to Sender Mail:

First Class Mail that is missent to the Agency is to be returned to the Postal Service the **same** day is delivered. Isolate all mail that does not belong to the agency. First Class Letter Mail will be faced in trays. First Class Flats will be faced and placed in flat tubs. Do not obliterate the address on missent or mis-zipped mail since will be forwarded by the United States Postal Service to the correct address.

It is the responsibility of the Department of to affix the appropriate label to provide (1) a forwarding address or (2) reason for non-delivery (return to sender) for First Class Mail addressed to individuals or offices no longer associated with the Department of.

Rubber band or containerize mail being returned to the Postal Service into the following categories:

- (1) Missent
- (2) Mis-Zipped/Unzipped
- (3) Return to Sender

Label each bundle or container and give to the Government Mail's collector.

Equipment:

The Department of [REDACTED] agree not to use USPS Transport Equipment (APCs, hampers, letter trays, flat tubs) for any purpose other than to containerize outgoing mail.

Excess equipment should be returned to the U. S. Postal Service. Letter trays and flat tubs should be stacked separately and placed in hampers or APCs. Contact [REDACTED] Monday through Friday after [REDACTED] PM and arrange for pick-up.

When additional mail Transport Equipment (APCs, letter trays, flat tubs) is needed,
[REDACTED]

Service related Issues

In the event that the Department of [REDACTED] experiences any service related issues, please contact the Business Service Network Office at [REDACTED], Monday through Friday, 9 a.m.-5 p.m.

Modifications to this Memorandum of Understanding may not take place until 72 hours after the Postmaster, [REDACTED], acknowledges in writing the Department of [REDACTED]'s written request for change. This does not exclude mutually acceptable verbal agreements to make temporary changes for the benefit of one or both parties to this Memorandum of Understanding. This Memorandum of Understanding may be canceled by either party at any time upon thirty (30) days written notice.

Signature - Agency Representative (POC)

Date

Signature - Postmaster, Washington, DC

Date